



## CASE NUMBER CANCELLATION REQUEST INSTRUCTIONS

### Temporary Case Number Cancellation Authority for Annual Mortgage Insurance Premium Rate Reduction

Last Updated: January 9, 2015

The information below corresponds with FHA Mortgagee Letter 2015-01 and may only be used for Case Cancellation Requests pursuant to this Mortgagee Letter.

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#### REFERENCES: Mortgagee Letter 2015-01

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FHA Single Family Housing Mortgagee Letter 2015-01, published on January 9, 2015, implements a 50 basis point (0.50%) reduction in FHA's annual Mortgage Insurance Premium (annual MIP) rates for most Single Family Title II forward mortgages, **effective for FHA Case Numbers assigned on and after January 26, 2015.**

FHA will temporarily approve Case Number Cancellation Requests for loans with FHA Case Numbers assigned but not yet closed to allow mortgagees to obtain the reduced annual MIP rates. Mortgagees may begin submitting Bulk Case Number Cancellation Requests or Individual Case Number Cancellation Requests under this temporary authority beginning January 15, 2015, but *must* submit all **Bulk Case Number Cancellation Requests** using the instructions below by 11:59 p.m., ET, February 26, 2015.

#### **Bulk Case Number Cancellation Request Details**

Mortgagees must submit Bulk Case Number Cancellation Requests (requests that include more than one Case Number) to the FHA Resource Center via e-mail at **answers@hud.gov**. The e-mail must have the subject line: "MIP REDUCTION CANCELLATION – ML 2015-01", and include as an attachment the Case Number Cancellation Request data as a Microsoft Excel® spreadsheet, formatted using the instructions in the "Spreadsheet Requirements" section below. In addition, the Bulk Case Number Cancellation Request must include the following items:

- a. The e-mail must show the name and Lender ID of the company submitting the request, and include the contact information (Mortgagee's Name, Contact Person, Phone Number, and Fax Number).
- b. The Bulk Case Number Cancellation Request may only include existing FHA Case Numbers to be cancelled for the purposes outlined in Mortgagee Letter 2015-01. Bulk Case Number Cancellation Requests for reasons other than those outlined in Mortgagee Letter 2015-01 **may not be combined with these requests**, and must be submitted using the standard case number cancellation instructions described on the FHA Case Processing Requirements web page at:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/sfh/lender/origination/case\\_processing\\_req](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/case_processing_req).
- c. Case Numbers must be grouped by FHA Homeownership Center (HOC) jurisdiction. Each Case Number Cancellation Request submission must only contain Case Numbers for the same HOC jurisdiction. For mortgagees that submit Bulk Case Number Cancellation Requests for multiple HOC jurisdictions, requests for





each jurisdiction should be submitted separately via e-mail, and with a separate spreadsheet. FHA is unable to accept multiple Bulk Case Number Cancellation Requests for multiple HOC jurisdictions that are submitted in the same e-mail.

### **Bulk Case Cancellation Spreadsheet Requirements**

The Bulk Case Number Cancellation Request spreadsheet file must be compatible with Excel 97-2003 (.xls) and contain 1,000 or fewer Case Numbers that are being requested for cancellation. In addition:

- Only Columns A and B of the spreadsheet can be used, and both columns must be in text format.
- Row 1 is the header row and it cannot be blank. It may contain headings such as FHA Case Number in Column A and Cancellation Code for Column B.
- Case Numbers are listed beginning in Row 2 of Column A. The format of the Case Numbers can be with or without dashes and with or without leading zeroes.
- In Column B, Row 2, a two-character code for the Case Cancellation Reason is entered next to each Case Number in Column A. The code for Case Number Cancellation requests submitted under the temporary authority provided in Mortgagee Letter 2015-01 is as follows:

#### **Cancellation Reason**

Different MIP Structure

#### **Code**

DM

### **Individual Case Number Cancellation Request Details**

Individual Case Number Cancellation Requests can be submitted using the standard instructions as described on the FHA Case Processing Requirements web page. Cancellation Requests submitted by **BORROWERS** will not be processed.

### **Ordering a New FHA Case Number**

Once the Bulk or Individual Case Cancellation Request is processed by FHA (the FHA Connection Case Query screen shows the "Last Action: Cancelled"), the new FHA Case Number can be ordered by the mortgagee on or after January 26, 2015. Ordering of a new Case Number prior to confirming the previous Case Number has been cancelled will result in significant delay in obtaining the new Case Number.

### **Appraisal Logging**

Where an appraisal has been obtained on the Case that was cancelled, mortgagees will be required to:

- Certify in the FHA Connection Appraisal Logging screen that the previous Case Number was cancelled. Indicate in the User Certification section, by checking the "Certify Effective Date" check box, that the Case meets the certification criteria regarding the reason the effective date of the appraisal is prior to the Case Assignment Date.



**Appraisal Logging (cont.)**

This is how the FHA Connection User Certification section appears in the system:

\* User Certification \*

The effective date of the appraisal cannot be earlier than the FHA Case Number Assignment Date unless it was ordered to support conventional financing, HUD REO, or government guaranteed loan purposes (USDA, VA) that subsequently went to FHA, or where the previous FHA case number was canceled. By clicking this check box, you certify that the date of the appraisal precedes the FHA Case Number Assignment Date because it was ordered to support conventional financing, HUD REO, or government guaranteed loan purposes (USDA, VA) that subsequently went to FHA, or because the previous FHA case number was canceled.

**Certify Effective Date** ☐

- All other appraisal processes and requirements from the previous Case Number are applicable to the new Case Number.